

Military Support Guidelines

When called upon to perform chaplain service on a military base, or in performance of duties requested by active duty, guard or reserve unit. (ie. military funerals, chapel support, etc), follow the procedures below. NOTE: The Air Force Chaplain Service requirement for supporting chapel programs on AF bases is meeting the requirements of AFI 52-101,2.3,1; AFI 52-102 and DoD Directive 1304:19. This means: CAP Chaplains must hold an earned baccalaureate and seminary degree from accredited institutions and these credentials must be on file along with their ecclesiastical endorsement in the office of the base Wing Chaplain. These credentials should be readily available and ideally on file at the AF chapel office BEFORE being requested for support.

1. A written request or invitation must be received from the requesting party on official stationery that will be copied to the CAP Wing Commander and Wing Chaplain. Approval must first be given at the Wing level before accepting and performing the request.
2. The Wing Commander and Wing Chaplain will validate and concur on eligibility to serve and wear the Air Force style uniform if that uniform is required for the duty. (CAP personnel must meet Air Force standards to wear the Air Force style uniform at any time) In addition, completion of CAP level two must be affirmed.
3. The Wing Commander will request an MSA (Military Support Authorization) issued by the CAP-USAF State Director. This authorization serves as the Chaplain Service personnel's orders allowing for billeting and limited base services.
4. Authorization to perform duties does not place any liability upon the host organization. CAP members acting in official capacity are covered under CAP liability (CAPR 900-5, A, 9).
5. Under no circumstances should anyone proceed directly to support activities on military bases without proper CAP command authorization and the issuing of a MSA.
6. Upon completion of the duty an after-action report should be written describing what duties were performed, noting strengths, weaknesses, and recommendations for future reference. Copies should go to the Wing Commander, Wing Chaplain, and the CAP Chief of Chaplains. (See Attachment 7, Trip Report, for sample after-action report).

*For further clarification contact: CAP NHQ Chaplain Service at 334-953-6002